
Filing a Proof of Claim

This document describes the process of filing a claim in CM/ECF. A completed claim form must be converted to PDF format and saved before a claim may be filed electronically. Also, a completed Exhibit Summary and Certificate of Service form must be included with the claim (in the same file) if supporting documentation is available. Use of the attachment button is prohibited.

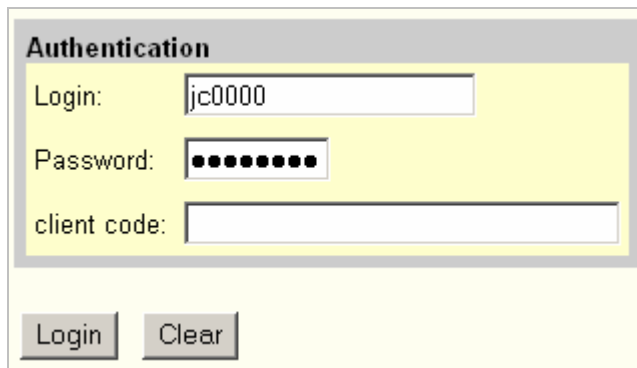
Assistance with combining multiple PDF files and other common technical matters is available on the Courts website at <http://www.ilsb.uscourts.gov/cmecffaq.shtm> or by calling the helpdesk at (618) 482-9075. The most recent forms are available as fillable PDFs on the Court's website: <http://www.ilsb.uscourts.gov/procforms.shtm>.

STEP 1 Login To CM/ECF

- Use Internet Explorer 5.5 or greater to access one of the following CM/ECF links:
 - **Train** CM/ECF: <http://ecf-train.ilsb.uscourts.gov>
 - **Live** CM/ECF: <http://ecf.ilsb.uscourts.gov>
- Click the “Southern District of Illinois – Document Filing System...” hyperlink. (See Figure A.)
- Enter your assigned login and password. The “client code” is not necessary for filing documents. Click Login. (See Figure B.)



Figure A



Authentication

Login:

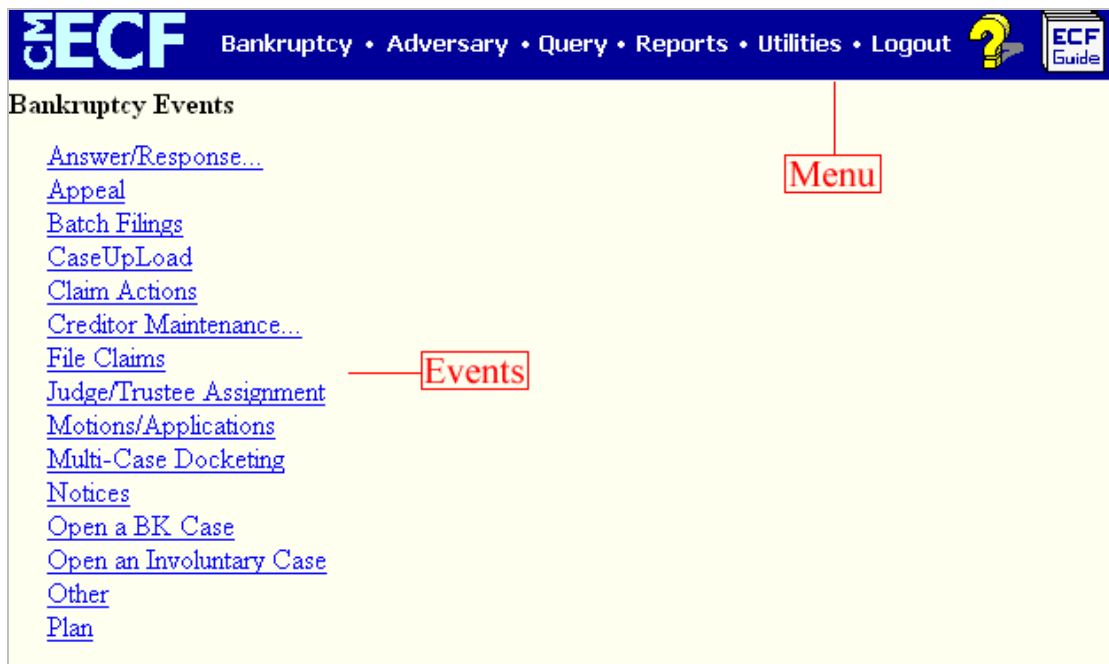
Password:

client code:

Figure B

STEP 2 CM/ECF Main Interface

- Once logged in, the important announcements page displays. Click Bankruptcy. Note the Bankruptcy main interface is divided into two sections: (1) Main Menu (2) Events. (See Figure C.)
- Click File Claims.



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ? ECF Guide

Bankruptcy Events

[Answer/Response...](#)

[Appeal](#)

[Batch Filings](#)

[CaseUpLoad](#)

[Claim Actions](#)

[Creditor Maintenance...](#)

[File Claims](#) — **Events**

[Judge/Trustee Assignment](#)

[Motions/Applications](#)

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[Other](#)

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Menu

Figure C

STEP 3 Search For A Creditor

- Enter the case number using the following format: YY-NNNNN. Click Next. (See Figure D.)

Search for Creditor

Case Number

Name of creditor

Type of creditor

Figure D

STEP 4 Select A Creditor

- Click the down arrow to view the list of creditors. Review the list to see if the creditor filing the claim is listed.
- If the creditor is an exact match, click the creditor's name to select it. Click Next and proceed to STEP 5.

NOTE: The address selected must match the address listed on the claim.

- If the creditor is not an exact match, proceed to STEP 8.

STEP 5 Complete Proof Of Claim Information

The applicable white fields should be completed. Fields in gray should not be modified. (See Figure E.)

- **Amends Claim #:** Enter the claim number this claim is amending (if any).
- **Filed By:** Select Creditor or Debtor (if filing on behalf of a creditor) – the default is Creditor.
- **Amount Claimed:** Enter the appropriate amount(s), including decimals, in the following fields: Unsecured, Secured, Priority, or Unknown. Do not include the \$ sign.

NOTE: The classification(s) and amount(s) entered must match the amount(s) and classification listed on the claim.

- **Description:** Enter a description of the claim if applicable.

Click Next after completing the claim information.

Proof Of Claim Information For									
<p align="center">13640 - Jane Doe 2233 W Charles St Louis, MO 63116</p>									
Case Number: 06-30006	Amends Claim #: <input type="text"/>		Filed By: Creditor <input type="button" value="v"/>						
Last Date To File:	Date Filed: 07/26/2006								
Last Date To File(Govt):									
<p align="center">Amount Claimed</p> <table border="1"> <tr> <td>Unsecured <input type="text"/></td> <td>Secured <input type="text"/></td> <td>Priority <input type="text"/></td> <td>Unknown <input type="text"/></td> <td>Total (Display Only) <input type="text"/></td> </tr> </table>					Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>					
<p align="center">Amount Allowed</p> <table border="1"> <tr> <td>Total (Display Only) <input type="text"/></td> </tr> </table>					Total (Display Only) <input type="text"/>				
Total (Display Only) <input type="text"/>									
Description:	<input type="text"/>								
Remarks:	<input type="text"/>								
<input type="button" value="Next"/> <input type="button" value="Clear"/>									

Figure E

STEP 6 Attach PDF Claim

- Click the Browse button to locate the PDF version of the completed claim form on your computer.
- Change “Files of type:” to All Files. Change “Look in:” to the directory containing the completed claim saved in PDF format on your computer. (See Figure F.)
- Right-click the filename of the appropriate PDF claim. Click Open. Verify the selected PDF claim matches the case in which it is being docketed and the form is not blank. Close Acrobat.

NOTE: If the fields in the PDF version of the claim are blank, you may not have saved the claim form correctly. Contact the helpdesk at (618) 482-9075 for assistance.

- Click Open.
- Do not change the Attachments to Document radio button. Click Next. (See Figure G.)

NOTE: Use of the attachment button is prohibited. A completed Exhibit Summary and Certificate of Service form must be included with

the claim (in the same file) if supporting documentation is available.

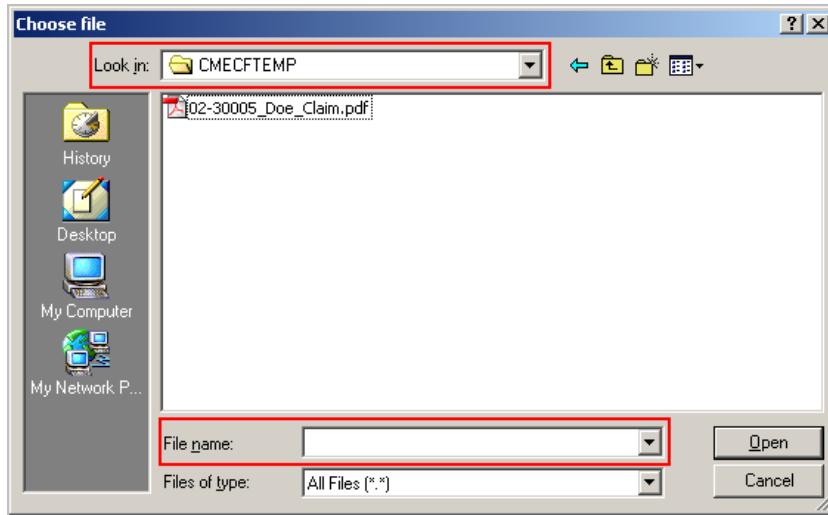


Figure F

Filename	
<input type="text"/>	<input type="button" value="Browse..."/>
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes	

Figure G

STEP 7 Notice of Electronic Claims Filing

The Notice of Electronic Claims Filing will display when the claim has been successfully filed. This notice indicates the date and time the claim was filed with the court as well as the claim number that was assigned. (See Figure H.)

- Print a copy of the notice for your records if desired.

U.S. Bankruptcy Court

Southern District of Illinois

Notice of Electronic Claims Filing

The following transaction was received from student8, on 7/26/2006 at 8:51 AM CDT

Case Name: Jane T Smith
Case Number: [06-30006](#)
Jane Doe
Creditor Name: 2233 W Charles
St Louis, MO 63116
Claim Number: [4](#) [Claims Register](#)
Total Amount Claimed: \$400.50 (Unsecured: 400.50;)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: M:\pdfdocs\atytraining\POC.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=997368747 [Date=7/26/2006] [FileNumber=42833-0] [21ceea9f7a889b46bc77f59f17e28a7ee3a3fdb10ca81be245140c3a2a70285f9f60b224dae37d5c51f1e54d520b925a348c0a832bc4f7e68fec2ebd29e2]]

06-30006 Notice will be electronically mailed to:

Figure H

STEP 8 Add A Creditor

Complete the following if the creditor was not listed or was not an exact address match in STEP 3:

- Click Add Creditor.
- Verify the case number is correct. Click Next.
- Enter the creditor's name and address exactly as it appears on the claim form. Note the address line and character restrictions. (See Figure I.)
- Click Next.
- Click Submit.
- Click File A Proof Of Claim. Proceed with STEPS 4 – 7 to file the claim.

Add Creditor(s)

Case number 06-30006 Jane T Smith
*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address
Jane Doe
2233 W Charles
St Louis, MO 63116

Creditor type Creditor*** Do Not Change ***

Creditor committee ☒ No ☐ Yes

Figure I